

# Person Specification



**Alderbrook School  
& Sixth Form**  
AMBITION | BRAVERY | KINDNESS

Alderbrook School has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults, and requires all staff and volunteers to share this commitment.

<b>Post Title</b>	<b>SEN Administrator</b>	
<b>Salary Band/Range</b>	Band C 37 hours per week, 39 weeks per year	
<b>Responsible to</b>	SENCo	
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Education &amp; Qualifications</b>	English Language & Maths GCSE at grade 4 (C) or above	
<b>Experience</b>	Substantial administrative experience in an office environment	Previous administrative experience in a secondary school
	Sound knowledge of using email	Previous experience with SEN administration
	Excellent knowledge of Word and Excel	Knowledge of Bromcom
<b>Skills &amp; Abilities</b>	Reliable and flexible	
	Adaptable, able to use own initiative and work independently	
	High Professional Standards	
	Ability to work as part of a team	
	Able to interact effectively with staff, parents, students and outside agencies	
	To be helpful and approachable at all times	
	Ability to stay calm under pressure	
	Ability to prioritise work and good time management	

	Understand the need for confidentiality in matters relating to pupils	
	Excellent communication skills, both verbal & written	
	Willingness to learn new skills and acquire new areas of knowledge	
<b>Other Requirements</b>	Candidate will be appointed subject to an enhanced DBS check.	

<b>Compiled/Reviewed by</b>	Tim Stent – Deputy Headteacher
<b>Date</b>	November 2025